



Mandela Partners - Delivery and Operations Associate

About the organization

Mandela Partners (MP) is a non-profit organization that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through food enterprises in under-resourced communities of color. Our approach is based on a systems model that addresses issues of economic disinvestment, food insecurity, and health inequity, building on local assets to cultivate thriving communities.

Key Areas of Responsibility

The Delivery and Operations Associate is a key team member of Mandela Produce Distribution (MPD), a community-based food hub located in West Oakland that exists to build the economic power of small local farms. Since 2016, MPD has been connecting farmers of color to customers who are committed to local and sustainable sourcing. Reporting to the Food Access Program Manager, the Delivery and Operations Associate is responsible for transporting fresh produce to locations throughout the East Bay and the surrounding area and ensuring that product is fresh, high quality, and delivered on time.

Deliveries (60%)

- Deliver wholesale orders to retail customers and community partners.
- Deliver community supported agriculture (CSA) boxes and to pick up sites and individual homes.
- Weekly produce pick ups directly from local farmers - ensures order is correct and quality is up to standard. Attention to detail and effective communication is a must.

Warehouse Operations (40%)

- Receive and properly store produce inventory, break down boxes, and separate inventory for compost with the Warehouse Operations team.
- Assemble CSA boxes weekly.
- Prepare wholesale orders for delivery.
- Manage purchase orders and invoices, and input data into MPD's inventory tracking system.
- Produce quality checks daily.

Schedule:

- Monday - Thursday and some Saturdays
- Start time is between 6am and 9am depending on deliveries

Qualifications:

- Must be able to lift up to 50 lbs and stand for multiple hours per day
- Comfortable driving a cargo van
- Strong and clear communication and problem solving skills
- Excellent relationship-building skills, with a positive attitude towards helping others



- High attention to detail - verbal, written and visually
- Experience in or interests related to food and sustainable farming is a plus
- Spanish language skills are a plus

Mandela Partners is an equal opportunity employer: LGBTQ, people of color, women and lifelong Oakland residents are encouraged to apply. Pay starts at \$20/hr. FTE 32 hrs/week with health/dental/vision benefits. Please send your resume, cover letter, and unofficial driving record to Ciara at: ciara@mandelapartners.org.

Driving records may be obtained for free on the California DMV website - <https://www.dmv.org/ca-california/driving-records.php>. See the "Driver Record Request Link" on this page to begin process of obtaining an unofficial driving record.

or by mail to:
Mandela Partners
Attn: Ciara Segura
1344 7th Street
Oakland, CA 94607